RECORD PAYMENT FROM EMPLOYEE (TRAVEL ADVANCE REPAYMENT)

Source Document: Department's Payment Batch Header

Check Copy

Travel Report with Outstanding Balance

Module: Accounts Receivable (AR)

Accounts Payable (AP)

Roles: AR Payment Processor

AR Payment Approver

AP Processor

AP Maintainer

Purpose: Training describes the recommended procedure for recording departmental cash receipts received from an employee used to clear an outstanding balance on a travel advance Prepaid Voucher.

In this example, an employee was issued a travel advance via a prepaid voucher and did not use the entire amount of the advance. The employee owes the department the unused travel advance balance. The employee has provided a personal check to offset the balance of the travel advance.

It is a three-step process to record the payment and clear the outstanding prepaid voucher. Here are the steps:

- Step 1 AR Payment Processor/Approver records the payment in AR Module using the Refunds
 Clearing account. (Slides 1-17)
- Step 2 AP Processor will need to create a regular voucher in the AP Module for the amount of the payment and offset Refunds Clearing. (Slides 18-21)
- Step 3 AP Maintainer will link the voucher to the initial prepaid voucher to close the remaining balance. (Slides 22-27)

Disclaimer: The scenario presented in this eLearning is a guided reference created to provide the user with a step by step process to follow. However, please use appropriate detail (your agency's business unit, fund, CTS, appropriation, enactment year, account, program, etc.) when transacting in the FI\$Cal system.

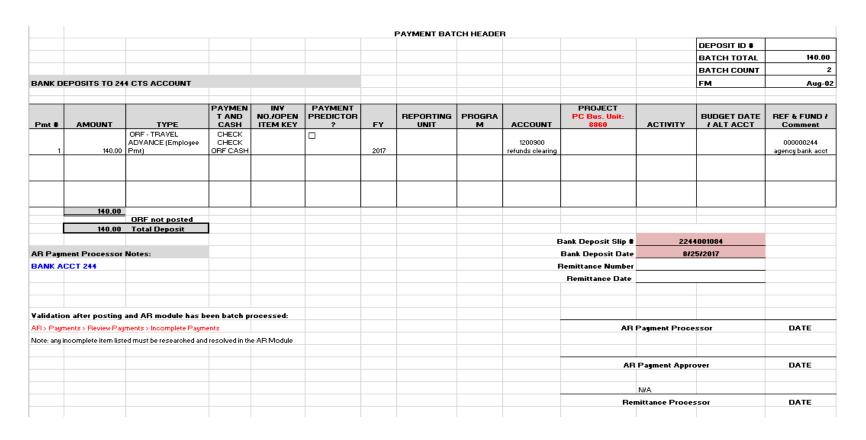
The department will follow their existing business processes to deposit cash receipts prior to posting in FI\$Cal. To record the deposit in FI\$Cal, the AR Payment Processor will use the Journal Directly function in the Accounts Receivables Module to record the cash receipt in the **Refunds Clearing** account.

The **Source Documents** for recording the travel advance payment are as follows:

- 1. Departments Payment Batch Header
- 2. Copy of check and deposit slip
- 3. Travel report with outstanding balance

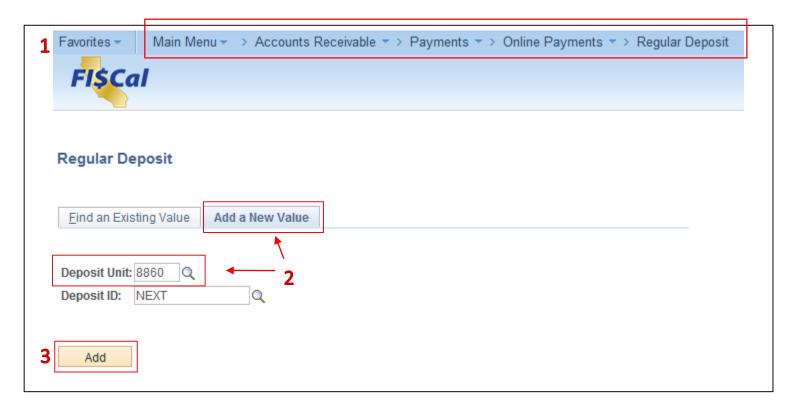
Step 1-AR Processor/Approver: Records Employee Payment

Here is an example of the Payment Batch Header that shows a cash receipt of \$140 posted to the Refunds Clearing account.



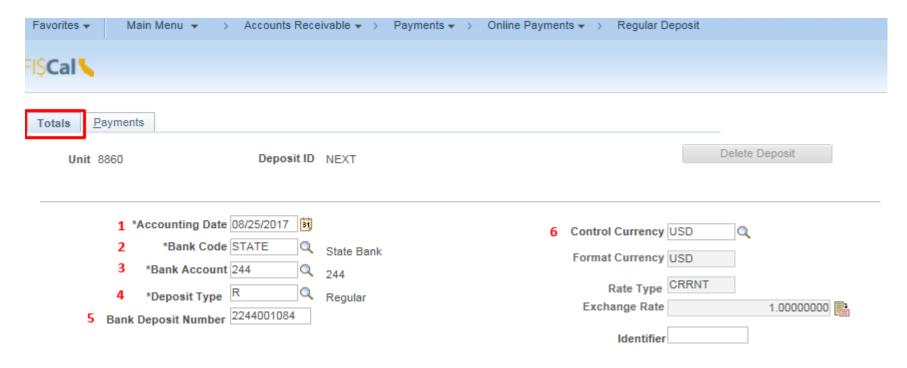
The AR Payment Processor will record the deposit in the AR Module by following these steps:

- 1 Navigate to Main Menu → Accounts Receivable → Payments → Online Payments → Regular Deposit
- 2 Select the Add a New Value tab and enter your Business Unit
- 3 Click Add



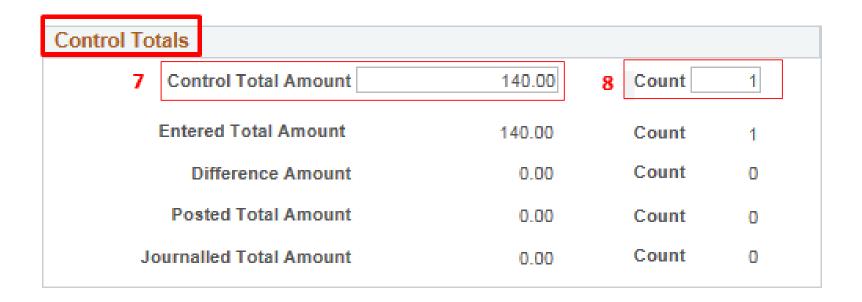
On the **Totals** tab, the **AR Payment Processor** will enter the Deposit Header information in the following fields:

- 1 Enter Accounting Date (Bank deposit date)
- 2 Enter "STATE" for Bank Code
- 3 Enter your agency's Centralized State Treasury (CTS) Bank Account
- 4 Enter "R" for Regular Deposit
- **5** Enter the STO Report of Deposit number for Bank Deposit Number
- 6 Enter "USD" for Control Currency

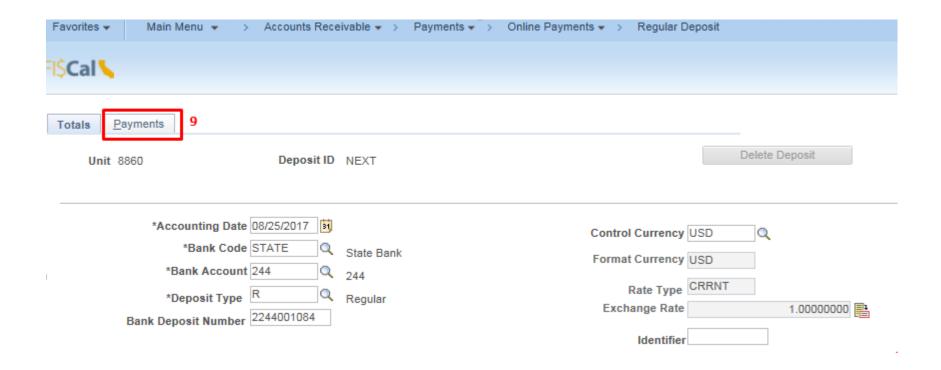


The AR Payment Processor will continue to enter values on the Total tab under the Control Totals section:

- 7 Enter the Control Total Amount
- 8 Enter Count

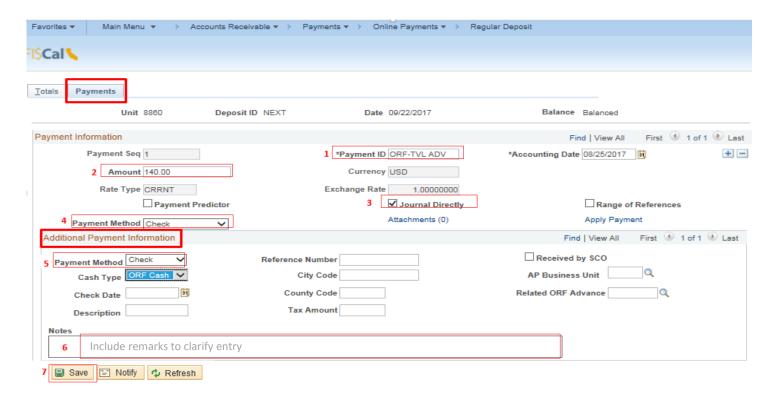


9 - Click on the **Payments** tab at the top. The **Payments** page displays



On the **Payments** tab, record payment details by entering or selecting values for the following fields:

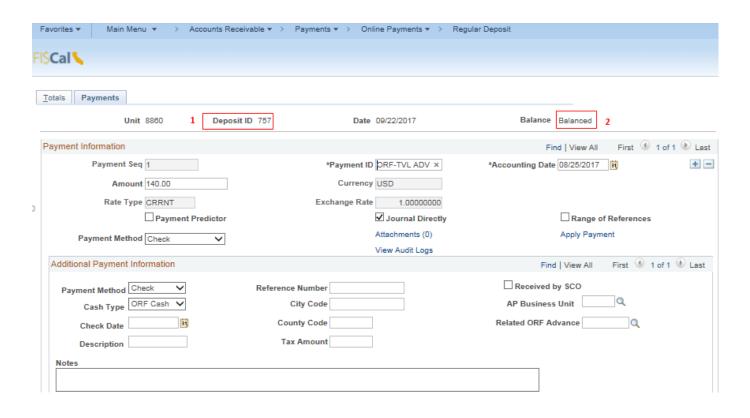
- 1 Enter Payment ID (user-defined value)
- 2 Enter Amount
- **3** Select the **Journal Directly** checkbox
- 4 Select "Check" for Payment Method
- **5** Under the **Additional Payment Information** section, select "**Check**" for Payment Method and **ORF Cash** for Cash Type
- 6 Optional document notes or relevant information in the Notes box
- 7 Scroll down and click the Save button



Using the scroll bar, scroll up to the top of the page:

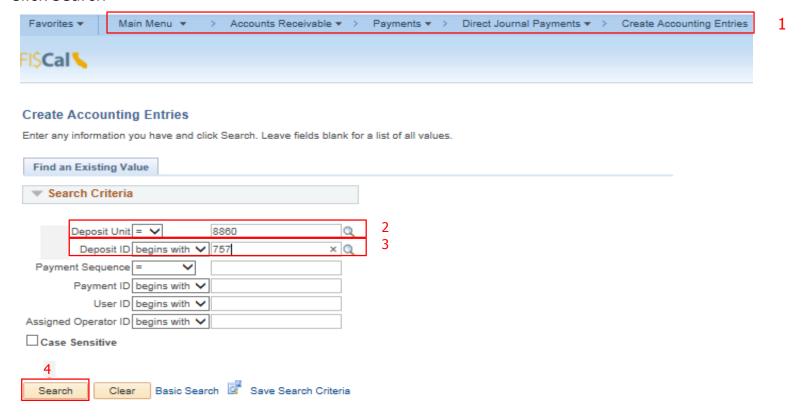
- 1 After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID
- 2 The deposit will show "Balanced" when the payments match the control totals

NOTE: At this point, the tasks for the AR Payment Processor are now complete. Forward the Payment Batch Header and supporting documents to the AR Payment Approver to review and approve the transaction. The AR Payment Approver will also enter the Accounting entries.



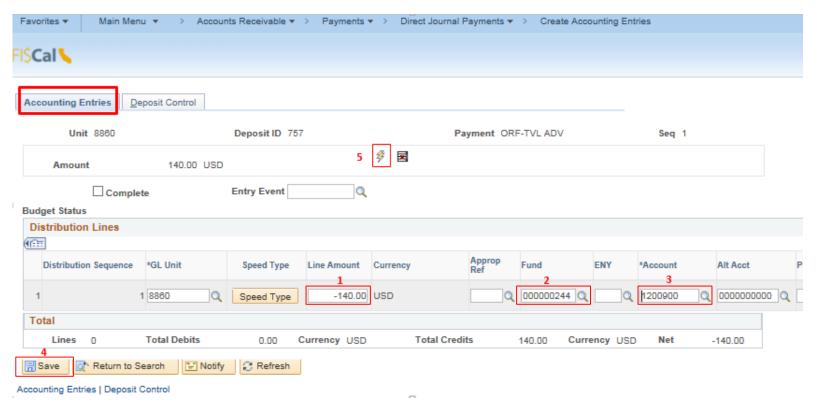
The **AR Payment Approver** will create the Accounting entries. The steps are:

- 1 Navigate to Main Menu → Accounts Receivable → Payments → Direct Journal Payments → Create Accounting Entries
- 2 Enter your Business Unit
- 3 Enter the Deposit ID
- 4 Click Search

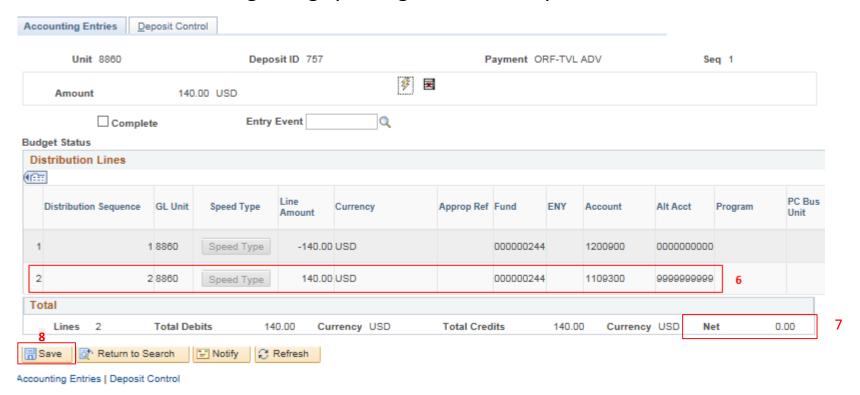


On the **Accounting Entries** tab, the **AR Payment Approver** will enter or select values for the following fields to enter the coding information for the receipt.

- 1 Enter Amount as a negative value (-)
- 2 Enter Fund (Department's General Checking Account)
- 3 Enter Account (1200900 Refunds Clearing)
- 4 Click Save
- 5 Click the **Lightning Bolt icon** to create the cash offsetting entry

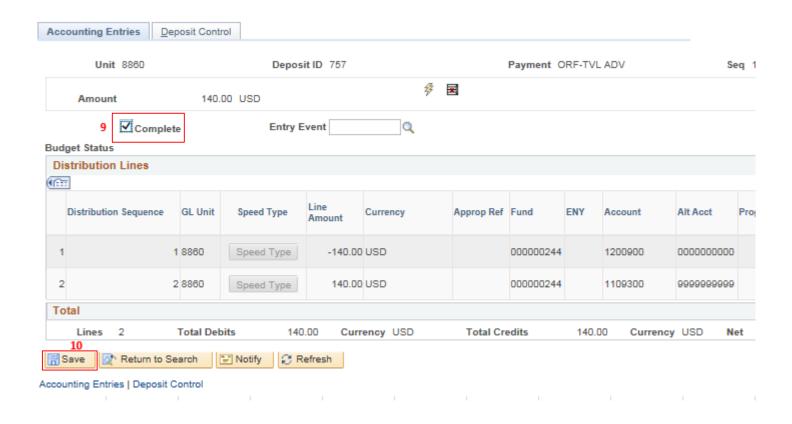


- **6** The system will create the cash offsetting entry* and display the distribution line for Account 1109300 Pending Cash AR
- 7 The distribution lines net value should equal zero
- 8 Click the Save button
- *See Note on Slide 17 regarding system generated entry

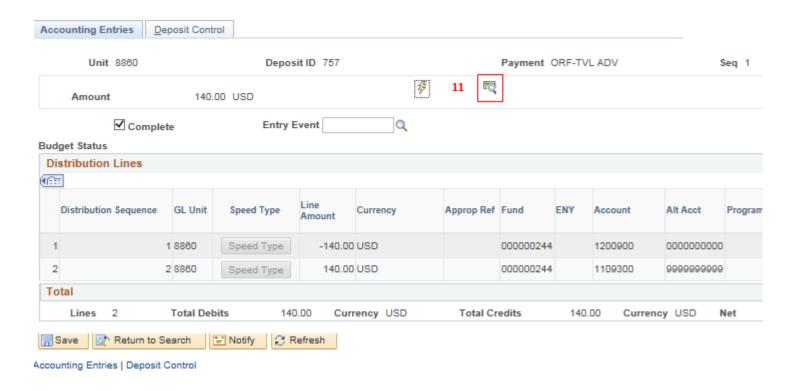


9 - Select the **Complete** box

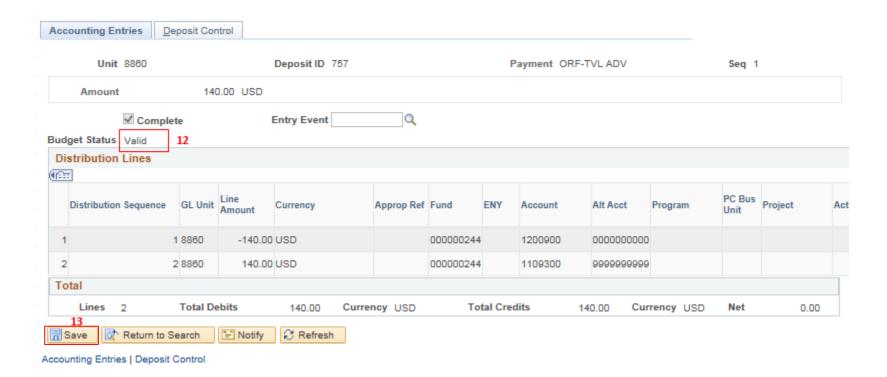
10 - Click the Save button



11 - Click the **Budget Check** icon and wait for the budget check process to complete



- 12 The Budget Status field display will read "Valid" once the budget check process has completed
- 13 Click the Save button



Note: The system generated cash offsetting entry occurs during the nightly batch process and performs a cash reclass process to move the money from account 1109300 to the Revolving Fund cash account. Once completed, confirm the payment has posted to the appropriate general ledgers in FI\$Cal.

AR Payment Processor sends a copy of the employee check along with the travel report with outstanding balances to the Accounts Payable Processor, who can proceed with Step 2, creating a voucher to be applied to the original prepaid voucher.

Step 2-AP Processor: Creates a Regular Voucher

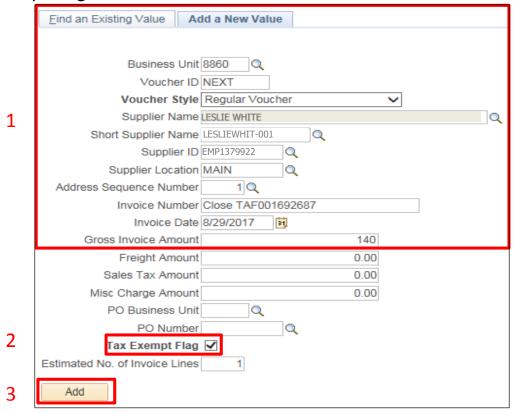
Login as an AP Processor and Navigate to the voucher entry screen and enter the voucher information.

Main Menu → Accounts Payable → Vouchers → Add/Update → Regular Entry

- Supplier ID Employee Supplier Records will begin with the abbreviation of "EMP"
- Invoice Number; Invoice Date Gross; Invoice Amount

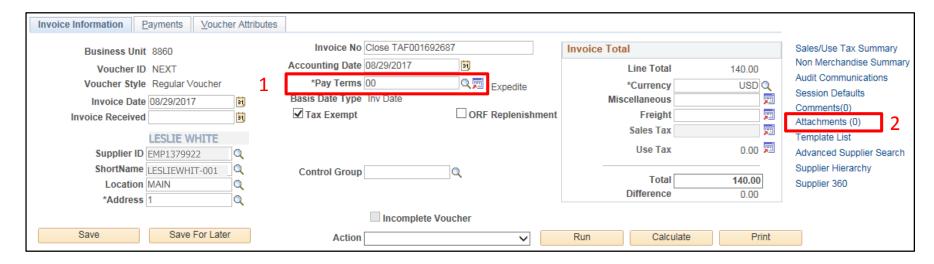
(BU will default to your org code. Voucher ID will default to "NEXT." Voucher Style will default to "Regular Voucher.")

- 2. Ensure the "Tax Exempt Flag" checkbox is selected
- 3. Click "Add"



You will be taken to the Invoice Information page.

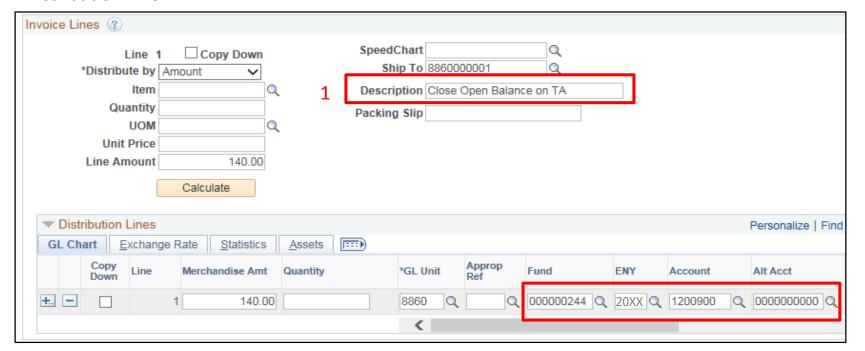
- 1. Click on the magnifying glass icon next to the "Pay Terms" field and select "00 Expedite"
- 2. Click on the "Attachments (0)" to add copies of your supporting documents to the voucher



Scroll down to the "Invoice Lines" section.

- 1. Enter a description for this voucher
- 2. Enter:
 - Fund Department CTS Account ###
 - ENY
 - Account 1200900 Refunds Clearing Account

Note: Because this regular voucher is closing the balance of a prepaid voucher and a deposit has been made that represents the offset, the Regular Voucher must have the same Chartfields as the deposit. In the example, the department user selects the Refunds Clearing Account 1200900 on the Voucher Distribution Line.

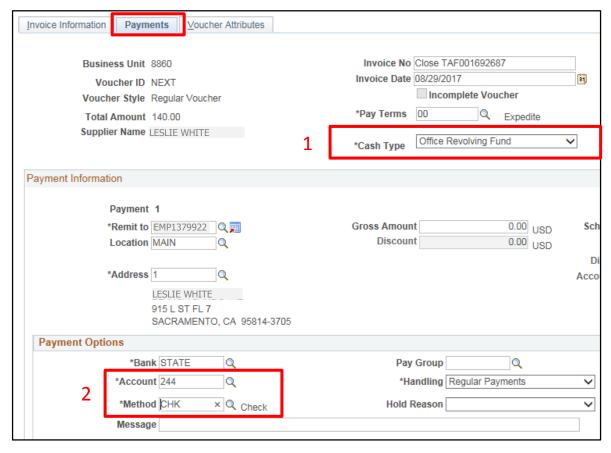


Click on the "Payments" tab and select the following:

- Cash Type Office Revolving Fund
- Account Department CTS Account ### Method – CHK-System Check

Click "Save"

After the voucher is budget checked it will need to be approved by the AP Approver(s).



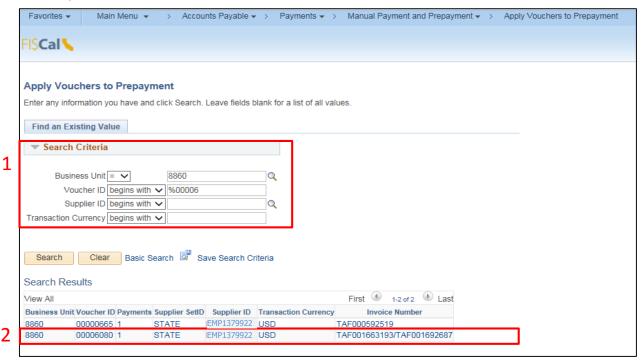
Step 3-AP Maintainer: Link the Regular Voucher to the Prepaid Voucher

Note: It is critical that the voucher is linked to the prepaid voucher immediately after it is approved. Otherwise the voucher will get picked up in the voucher posting process to be issued from ORF.

Log into FI\$Cal as an AP Maintainer and navigate to:

Main Menu → Accounts Payable → Payments → Manual Payment and Prepayment → Apply Vouchers to Prepayment

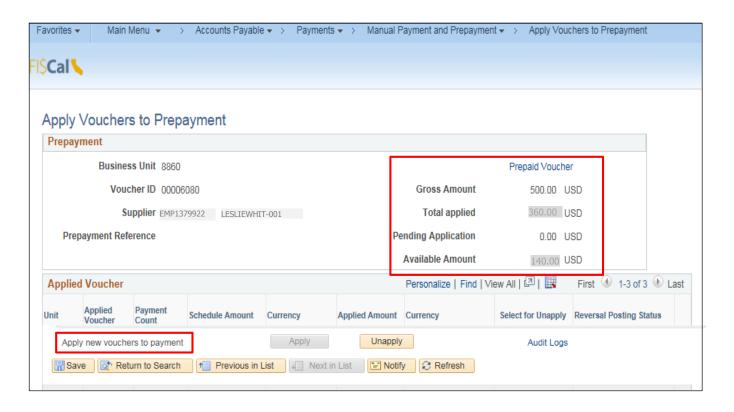
- 1. Search for the Prepaid Voucher under the Find an Existing Value tab
- 2. Click the Prepaid Voucher ID that needs to be closed



Apply Vouchers to Prepayment

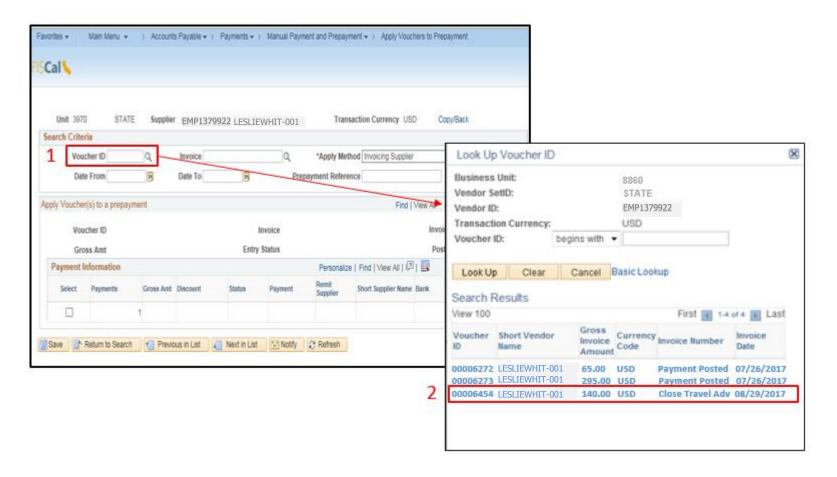
In this example, payments of \$360 have been made to the \$500 total travel advance, leaving a balance of \$140.00. This amount is the same as the balance used in the Regular Voucher created in Part 1 (and the amount of the deposit that was made to collect the balance.)

Click **Apply new vouchers to payment** to link the Prepaid Voucher to the Regular Voucher.



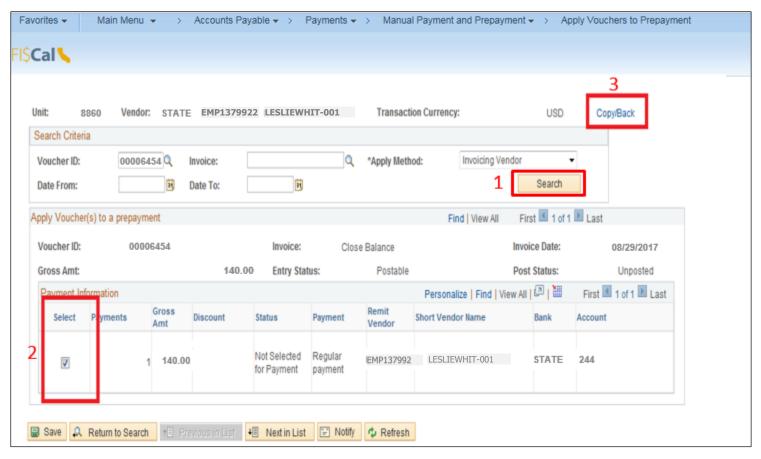
Search for the Regular Voucher to apply:

- 1. In the Search Criteria, click the look up the Voucher ID
- 2. Next, select the **Regular Voucher ID** created in Part 1



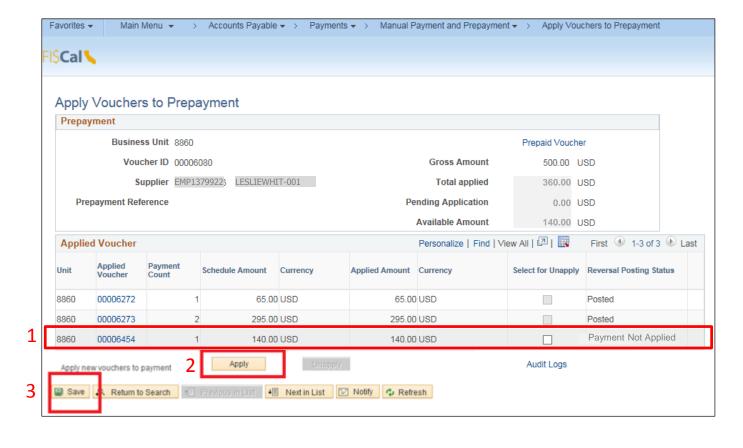
Select a Regular Voucher to apply:

- 1. Click Search to bring up a list of Regular Vouchers that can be applied to this vendor
- 2. Check the checkbox under the **Select** column to select the Regular Voucher to link to the Prepaid Voucher; this will create the closure of the Prepaid Voucher
- 3. Click Copy/Back near the upper right hand corner of the page



To apply the Regular Voucher:

- 1. Verify that this is the correct Regular Voucher to be applied
- 2. Click Apply
- 3. Then click Save



The Available Amount is now \$0.00. The outstanding balance on the Prepaid Voucher for a travel advance is closed.

